



**2019-2020 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 5:00 p.m. CT, January 17, 2020**

NOGA ID

Authorizing legislation

This LOI application may be submitted via email to loiapplications@tea.texas.gov.

The LOI application may be signed with a digital ID or it may be signed by hand. Both forms of signature are acceptable.

TEA must receive the application by
5:00 p.m. CT, January 17, 2020, regardless of whether it is emailed, mailed, or hand-delivered.

Grant period from

Pre-award costs permitted from

Required Attachments

- Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)
- OPTIONAL: Letters of support from partner districts (Focus Area 1 applicants) or letters of support from partner employers (Focus Area 2 applicants)

Amendment Number

Amendment number (For amendments only; enter N/A when completing this form to apply for grant funds):

Applicant Information

Organization CDN Campus ESC DUNS

Address City ZIP Vendor ID

Primary Contact Email Phone

Secondary Contact Email Phone

Certification and Incorporation

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the LOI application, as applicable, and that these documents are incorporated by reference as part of the LOI application and Notice of Grant Award (NOGA):

- LOI application, guidelines, and instructions
- Debarment and Suspension Certification
- General and application-specific Provisions and Assurances
- Lobbying Certification

Authorized Official Name Title

Email Phone

Signature Date

RFA # SAS # 2019-2020 Summer Career and Technical Education Grant

2020-11-15-20 701-20-112-056

Application stamp-in date and time
1/15/2020 4:02

Shared Services Arrangements

Shared services arrangements (SSAs) are permitted for this grant. Check the box below if applying as fiscal agent.

- The LEA or ESC submitting this application is the fiscal agent of a planned SSA. All participating agencies will enter into a written SSA agreement describing the fiscal agent and SSA member responsibilities. All participants understand that the "Shared Services Arrangement Attachment" must be completed and signed by all SSA members, and submitted to TEA before the NOGA is issued.

Statutory/Program Assurances

The following assurances apply to this program. In order to meet the requirements of the program, the applicant must comply with these assurances.

Check each of the following boxes to indicate your compliance.

1. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this LOI will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2019-2020 Summer Career and Technical Education Program Guidelines.
4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2019-2020 Summer Career and Technical Education Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
5. The applicant provides assurance that curriculum will be appropriately aligned to regional labor market supported CTE programs of study.
6. The applicant provides assurance to provide data to TEA on student completion of courses through a special collection process run by TEA.

Summary of Program

Provide an overview of the program to be implemented with grant funds. Include the overall mission and specific needs of the organization. Describe how the program will address the mission and needs.

Houston hosts a renown medical center that is expanding exponentially into the suburbs. The Gulf Coast Workforce Development Board has identified twenty-two Healthcare occupations on their High-Skill, High Growth Jobs list. Additionally, our Health Science Advisory Board, including Houston Methodist-Baytown and multiple nursing homes and rehabilitation centers, has specifically directed our focus to increasing the number of Certified Nurse Assistants (CNA) to fill their staffing shortages. Therefore, the mission of the Goose Creek CISD (GCCISD) and Crosby ISD (CISD) CTE Summer Program (GC3) is to attract more students to the healthcare careers and to prepare them for careers in high-wage, high-demand jobs that meet local workforce needs in the healthcare field. With 70% of GCCISD and 54% of CISD students economically disadvantaged, participation in this summer program can be a game changer in the lives of these students. As fiscal agent, GCCISD will provide all instructional costs through the grant and CISD will only need to receive grant funds for transportation expenses for their students to access the program.

To accomplish our mission, the GC3 project will pilot accelerated summer instruction and a Healthcare Career & Job Fair for students in GCCISD and CISD. GC3 will increase the number of students earning their Certified Nurse Assistant license by offering two sections of the Practicum in Health Science course, with both classroom and work-based clinical experiences. Any student in GCCISD or CISD will be eligible to apply for the summer school program, but preference will be given to students who have completed at least one course from the Healthcare Therapeutic Program of Study. Therefore, all students, including graduates and those who started the program of study late, are able to complete a rigorous coherent sequence of courses in health science. Acceptance will be based upon a non-discriminatory rubric without regard to race, color, national origin, sex, or handicap. Since the test may be taken in Spanish or Read Aloud, this program all students can be successful in this program. After successful completion of the coursework, students will be prepared to take the Certified Nurse Assistant test through a Texas Department of Health and Human Services testing center.

The GC3 project will culminate in a Healthcare Career and Job Fair open to all GCCISD and CISD students and parents, grades 7-12. This multi-faceted event will increase student knowledge about careers and postsecondary options in the healthcare field. Students who pass their CNA test will have a capstone experience preparing for and interviewing with local hospitals, nursing and rehabilitation centers, assisted living centers, and home healthcare companies. To address the need of informing students about their post-secondary opportunities to further their education within their chosen career area, interest sessions will inform students on dual credit processes, transitioning to LVN/ADN programs at local community colleges, beginning a BSN program at a four-year university, as well as other high-demand healthcare career occupations.

Ultimately, GC3 participants will have the opportunity to increase the number of courses they can complete in high school, earn their certification, and learn more about their postsecondary options.

Qualifications and Experience for Key Personnel

Outline the required qualifications and experience for primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program. Include whether the position is existing or proposed.

Title and Responsibilities of Position	Required Qualifications and Experience
Director of CTE, Oversight	Existing Position Required Qualifications: Masters Degree with principal certification, 3 years of teaching experience (not included in budget)
Health Science Community Liaison/Parent Coordinator	Existing Specialist Position Required Qualifications: Masters Degree 3 years of teaching experience, preferably in health science
CNA Lead Teacher	Existing Position Required Qualifications: Registered Nurse, Long Term Care Experience, Texas Department of Health and Human Services Approval
CNA Instructor	Existing Positions Required Qualifications: 2 years long term care experience; Texas Department of Health and Human Services Approval

Goals, Objectives, and Strategies

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

Project Goal: To support the Gulf Coast Workforce Development Board's targeted occupations in healthcare by providing an acceleration program designed to help students complete advanced health science courses, earn CNA certification, and learn more about college and career opportunities.

***Objective 1:** Provide opportunity for 40 students to complete an additional course in the Therapeutic Healthcare Program of Study by the end of July 2020 and therefore complete additional Health Science courses.

Activity/Strategy: Offer 2 mini-sessions of Practicum in Health Science course during summer school with 20 students in each session earning; Provide transportation to and from summer school and WBL site

***Objective 2:** Increase the number of students earning the Certified Nurse Assistant license in Goose Creek Consolidated and Crosby Independent school districts for the 2019-20 school year by 40 students.

Activity/Strategy: Provide curriculum, skills, equipment, work-based learning experiences and study resources for the Texas Dept. of Health and Human Services Certified Nurse Assistant license test. Provide mentoring and transportation to and from the testing site to increase student success. Provide remedial instruction for students who are not successful on their first attempt.

***Objective 3:** Increase student interest, postsecondary enrollment, and employment in the high demand healthcare occupations by hosting a Healthcare Career and Job Fair (HCJF) for up to 500 junior and high school students and parents.

Activity/Strategies: HCJF will include 1) interviews for students who become certified 2) exhibits by a variety of healthcare partners 3) Dual credit and LVN transition sessions with postsecondary schools.

Performance and Evaluation Measures

Describe the performance measures identified for this program which are related to student outcomes and are consistent with the purpose of the program. Include the tools used to measure performance, as well as the processes that will be used to ensure the effectiveness of project objectives and strategies.

Multiple critical success factors (CSF) will lead to increased student interest, certifications, and employment in the healthcare industry. All students will be registered in the districts' student management (SMS) to record all demographic, enrollment, course completion, and certification data for the special data collection. The district will maintain a data sheet to record data, including outcomes and performance measures (PM) not reported through PEIMS for final evaluation.

***CSF #1 - STUDENT PARTICIPATION:** Students who begin the Therapeutic Healthcare Program of Study (THPS) and complete summer classes will complete more advanced courses and graduate with certifications, ready to enter the workforce and/or postsecondary education.

PM: 1) Forty students will enroll in the program. 2) More students will select a Health Science POS during the 2021 school year than in the 2020 school year. 3) Seniors will enroll in Practicum 2nd Time Taken in the 2020-21 school year.

Milestones: 1) Creation of Course Recruitment and Healthcare Career & Job Fair recruitment documents. 2) Presentations in Healthcare classes. 3) Parent meetings to ensure that all students enrolling in summer school complete Texas Department of Health and Human Services requirements. 4) Development of transportation plan to school and clinical sites to remove barriers for students.

***CSF #2 - STUDENT ACHIEVEMENT:** Developing a summer curriculum that will prepare students for state licensing exams and build job readiness skills for employment will result in more students earning their Certified Nurse Assistant license.

PM: 1) All students enrolled on the 1st day of class will complete. 2) All students will demonstrate growth on the Precision Exam based upon pre- and post-test data within the testing system. 3) More students will earn their CNA license in the 2020 school year than the 2019 school year.

Milestones: 1) Adjust CNA pacing calendar for summer school instruction. 2) Schedule 48 hours of work-based learning at clinical sites. 3) Provide instruction. 4) Students complete Texas DHHS license test.

***CSF #3 - Community Engagement:** Increased interaction with business partners will provide more knowledge and incentives for students to continue in the THPS and earn their certification.

Performance Measures: 1) More healthcare community partners will participate in the Healthcare Career & Job Fair than participated winter career fair. **Milestones:** 1) Letter sent to healthcare companies through Chamber of Commerce. 2) Social Media posts created. 3) Invitations sent to students and parents. 4) Follow-up phone calls as needed.

Budget Narrative

Describe how the proposed budget will meet the needs and goals of the program, including for staffing, supplies and materials, contracts, travel, etc. If applicable, include a high-level snapshot of funds currently allocated to similar programs. Include a short narrative describing how adjustments will be made in the future to meet needs.

The proposed budget will support the piloting of a CTE Summer School Practicum in Health Science course for students in Goose Creek CISD (GCCISD) and Crosby CISD (CISD), collaboratively known as the GC3 program. The grant funds will the goals of the GC3 program by providing funds to offer two four-week sessions that will meet the required classroom and clinical hours needed in order to sit for the Certified Nurse Aide (CNA) certification exam. By providing this opportunity, we will increase the number of advanced health science classes available for students in the Healthcare Therapeutic Program of Study, increase the number of students earning the Certified Nurse Assistant certification, and therefore the number eligible to enter the workforce. Finally, this budget removes barriers to the GC3 program by providing supplies, other costs related to the certification, and transportation to the students that may normally prevent students from completing the course. Without CTE funding, we have never offered a work-based learning/certification program during the summer; therefore, all funds will be supplementing what this district is already offering during the school year.

Thirty-four percent (34%) of the grant budget is payroll costs (\$16,842). Expenses include salary and benefits for personnel to work beyond the contractual work calendars. The Texas Dept. of Health and Human Services has many requirements for who teaches and who work with students on meeting all testing requirements. Teachers will be compensated at the GCCISD summer school hourly rate of \$30/hour. One (1) full-time classroom teacher will provide all classroom instruction. Both a classroom teacher and a co-teacher is required for all work-based learning hours to meet the Dept. of Health and Human Services (DHHS) mandated clinical 10:1 student/teacher ratio. A third teacher (who is a registered nurse and meets additional DHHS requirements for approving students' testing) will work with all students to meet DHHS requirements prior to testing (up to 30 extra duty hours) get registered with the testing center. Up to ten (10) days of extra-duty compensation will be provided for a Community Liaison/Parent Coordinator who will interact with parents to keep them informed of student progress, to locate mentors for students in need, but primarily work with community partners to design the Healthcare Career & Job Fair.

Supplies and Materials: Only 10% of grant funds will be used to provide instructional supplies and materials, including consumable instructional supplies (gloves, isolation gowns, toothbrushes, etc.) and individual student workbooks, including linguistically appropriate ones as necessary. One additional mannequin will be purchased. Precision Exams tests and Bulb Digital portfolios will be needed only for Crosby ISD students, as the GCCISD students are already provided these resources.

Other operating costs:

In addition to instructional materials and supplies, scrub uniforms are required at the WBL clinical site, TB Skin tests are also required of all students to work at the site. Other operating costs will also include CPR certification cards and the vouchers required for taking the Certified Nurse Assistant Certification test.

Providing transportation for student access to the program is the largest expense of GC3. However, it is funds well-spent. This will remove a large barrier for many students since 77% of GCCISD students and 54% of CISD students are economically disadvantaged. Bus transportation will be provided for all students from Crosby ISD and Goose Creek CISD to Robert E. Lee High School for classroom hours and to Rollingbrook Rehabilitation and Healthcare Center for clinical hours.

Transportation will also be provided to an offsite testing location for all students to take the certification exam, which is listed as field trip funds.

Currently, no other CTE certification / work-based learning program is offered through summer school. GCCISD currently employs 15 health science teachers district wide and Crosby employs one (1). As a high-level overview, GCCISD spends approx \$220 per student in a health science certification program, not including payroll, IMA resource, or transportation. Comparably, thGC3 cost per student (\$300, excluding payroll and transportation,) is equivalent, except that we are adding the cost of scrubs and individual workbooks since instruction is accelerated and students will need their own workbooks for preparation.

GCCISD is very proactive in supplementing programs to meet future needs. District level funds have increased with programmatic growth, as well as adding teaching staff as needed. Should GC3 prove beneficial for students, the district will consider other innovative ways to provide additional certification opportunities to students during the summer.

Program Requirements**Focus Area 1 applicants**

1. Use the space provided below to specify program(s) of study CTE courses will be offered in (see <https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education/approved-cte-programs> for a list of the approved statewide programs of study) and well as specify which CTE course(s) will be offered. Include the number of students who be engaged and supported.

Goose Creek CISD and Crosby ISD will collaborate on the GC3 Healthcare Therapeutic Program of Study for the 2019-2020 Summer Career and Technical Education Grant Focus Area 1. Practicum in Health Science will be offered to 40 students during the Summer. Offering Practicum in Health Science through the GC3 program will provide graduates the opportunity to complete an additional Health Science course and add a certification before entering college and/or the workforce. Returning students will have the opportunity to complete the Practicum for a 2nd time in the 2020-21 school year to continue building knowledge and skills, add Phlebotomy, EKG and/or PCT certifications, and to use the advanced Practicum as an opportunity to continue work-based learning with local healthcare partners.

Forty students from four high schools within the two districts will have the opportunity to participate in this rigorous work-based learning opportunity. These students will be engaged and supported throughout the course of the two four-week summer program. In addition to the 40 students who will participate in the summer Practicum in Health Science course, all junior and high school students will be invited to participate in a Healthcare Career & Job Fair at the conclusion of the program.

Curriculum:

GC3 students will attend 72 hours of classroom instruction and 48 hours of work-based clinical instruction at a healthcare center which will lead to the Certified Nursing Assistant (CNA) certification. During classroom training, students will learn all aspects of patient care through lectures as well as hands-on demonstrations and practice. Student growth will be monitored throughout the mini-session to determine curriculum adjustments needed through the pre-, mid-, and post-assessments through Precision Exams. If a student passes the post-test, they will receive a Career Skills Certificate that validates which knowledge and skills the student mastered to add to their portfolio. Students will also become CPR certified as part of their Practicum curriculum.

During the work-based clinical training, students will work directly with patients in a health care facility. They will be supervised by their Practicum teacher and follow their training plans. During the clinical rotation experience, students will work side-by-side with other aides, nurses and medical professionals to learn what working as a CNA is like every day in a long-term care facility and gain practice in the skills that must be demonstrated as part of the Texas Dept. of Health and Human Services licensing exam.

Credentialing:

Each four-week mini sessions will culminate with students taking the Certified Nursing Assistant certification. One teacher will work with students to ensure that the Upon passing this exam, students will have the opportunity to seek employment in various health care settings, including skilled nursing facilities, hospice care, retirement facilities, rehabilitation hospitals, psychiatric hospitals, and day care facilities for the elderly. Overall employment of nursing assistants and orderlies is projected to grow 9 percent from 2018 to 2028, faster than the average for all occupations. As the baby-boom population ages, nursing assistants and orderlies will be needed to assist and care for elderly patients. (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm>). An additional day of tutoring will be provided for students who do not pass the exam.

Bridge to College and Career:

At the end of the summer program, we will host a Healthcare Career & Job Fair for students in the summer program along with all high school and junior school students in both school districts, especially focusing on the 8th grade students entering GCCISD's Health Science Career Academy. This will provide opportunity to network with local healthcare companies and learn more about the health care industry. Interviews with local health care employers will be scheduled for students who earned their CNA license, where they will be able to present their digital portfolio showcasing their summer program experiences. The GC3 Fair will also offer high school to college transition sessions led by our higher education partners, including breakout sessions on transitioning from CNA to LVN, ADN, or BSN college programs, along with opportunities for dual credit to earn credits before graduation for returning students.

Program Requirements continued

Focus Area 2

1. Use the space provided below to specify business and industry partners who will be involved in your program. Additionally, specify the work-based learning model(s) which will be utilized and the number of students who will be engaged supported.

[Empty response area for Focus Area 2]

Equitable Access and Participation

Check the appropriate box below to indicate whether any barriers exist to equitable access and participation for any groups that receive services funded by this program.

- The applicant assures that no barriers exist to equitable access and participation for any groups receiving services funded by this program.
- Barriers exist to equitable access and participation for the following groups receiving services funded by this grant, as described below.

Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>

Application Part 2:

2019-2020 Summer CTE Grant

Authorized by: General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)

County District Number or vendor ID:		Amendment #	0
Grant Period:	May 1, 2020 to August 31, 2020	Fund Code/ Shared Services Arrangement: 429/459	

Program Budget Summary

Description and Purpose	Source of Funds				
	Class/ Object Code	Program Cost	Admin Cost	Pre-Award	Total Budgeted Cost
1 Payroll Costs	6100	\$ 16,842			\$ 16,842
2 Professional and Contracted Services	6200	\$ -			\$ -
3 Supplies and Materials	6300	\$ 5,000			\$ 5,000
4 Other Operating Costs	6400	\$ 25,885			\$ 25,885
5 Capital Outlay	6600	\$ -			\$ -
Consolidate Administrative Funds			N/A		
6	Total Direct Costs:	\$ 47,727	\$ -		\$ 47,727
7	Enter Percentage (%) of Indirect Costs:	4.546	N/A	\$ -	\$ 2,273
8	Grand Total of Budgeted Costs :	\$ 47,727	\$ -		\$ 50,000
Shared Services Arrangement					
9	6493	Payments to member districts of shared services arrangements			\$ 6,000
Administrative Cost Calculation					
10	Total Grant Amount Budgeted:				
11	Reasonable and necessary administrative costs established for the program:				
12	Maximum amount allowable for administrative costs, including indirect				

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Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Application Part 2:

2019-2020 Summer CTE Grant

Authorized by: General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)

County District Number or Vendor ID:		Amendment # (for amendments only):		
Payroll Costs (6100)				
Employee Position Title	Estimated # of Positions 100% Grant Funded	Estimated # of Positions Less than 100% Grant Funded	Pre-Award	Grant Amount Budgeted
Academic/Instructional				
1 Teacher	2			\$ 11,700
2 Educational Aide				\$ -
3 Tutor				\$ -
Program Management and Administration				
4 Project Director				\$ -
5 Project Coordinator				\$ -
6 Teacher Facilitator				\$ -
7 Teacher Supervisor				\$ -
8 Secretary/Admin Assistant				\$ -
9 Data Entry Clerk				\$ -
10 Grant Accountant/Bookkeeper				\$ -
11 Evaluator/Evaluation Specialist				\$ -
Auxiliary				
12 Counselor				\$ -
13 Social Worker				\$ -
14 Community Liaison/Parent Coordinator				\$ 3,440
Education Service Center (to be completed by ESC only when ESC is the applicant)				
15 ESC Specialist/Consultant				
16 ESC Coordinator/Manager/Supervisor				
17 ESC Support Staff				
18 ESC Other: (Enter position title here)				
19 ESC Other: (Enter position title here)				
20 ESC Other: (Enter position title here)				
Other Employee Positions				
21 (Enter position title here)				
22 (Enter position title here)				
23	Subtotal Employee Costs:			\$ 15,140
Substitute, Extra-Duty Pay, Benefits Costs				
24 6112 - Substitute Pay				
25 6119 - Professional Staff Extra-Duty Pay				\$ 900
26 6121 - Support Staff Extra-Duty Pay				
27 6140 - Employee Benefits				\$ 802
28 61XX - Tuition Remission (IHEs only)				
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:			\$ 1,702
30	Grand Total:			\$ 16,842
31	Total Program Costs*:			\$ 16,842
32	Total Direct Admin Costs*:			\$ -

* Complete the Total Program Costs (line 31) and Total Direct Admin Costs (line 32) lines. The sum of these lines must equal the Grand Total (line 30) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

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Application Part 2:

2019-2020 Summer CTE Grant

Authorized by: General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)

County District Number or Vendor ID: _____ Amendment #: _____ 0

Professional and Contracted Services (6200)

NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider. Please provide a brief description for the service and purpose.

Description of Service and Purpose		Pre-Award	Grant Amount Budgeted
1	6200 - Rental or lease of buildings, space in buildings, or land		
2	Service: Specify purpose:		\$ -
3	Service: Specify purpose:		\$ -
4	Service: Specify purpose:		\$ -
5	Service: Specify purpose:		\$ -
6	Service: Specify purpose:		\$ -
7	Service: Specify purpose:		\$ -
8	Service: Specify purpose:		\$ -
9	Subtotal of professional and contracted services requiring specific approval:		\$ -
10	Remaining 6200 - Professional and contracted services that do not require specific approval.		\$ -
11	Grand Total:		\$ -
12	Total Program Costs*:		\$ -
13	Total Direct Admin Costs*:		\$ -

*Complete the Total Program Costs (line 12) and Total Direct Admin Costs (line 13) lines. The sum of these lines must equal the Grand Total (line 11) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.

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Application Part 2:

2019-2020 Summer CTE Grant

Authorized by: General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)

County District Number or Vendor ID:			Amendment #: 0
Supplies and Materials (6300)			
Expense Item Description		Pre-Award	Grant Amount Budgeted
1	Remaining 6300 - Supplies and materials that do not require specific approval:		\$ 5,000
2	Grand Total:		\$ 5,000
3	Total Program Costs*:		\$ 5,000
4	Total Direct Admin Costs:		\$
<p>*Complete the Total Program Costs (line 3) and Total Direct Admin Costs (line 4) lines. The sum of these lines must equal the Grand Total (line 2) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.</p>			

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Application Part 2:

2019-2020 Summer CTE Grant

Authorized by: General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)

County District Number or Vendor ID:		Amendment #:
Other Operating Costs (6400)		
Expense Item Description	Pre-Award	Grant Amount Budgeted
1 6411 - Out-of-state travel for employees. Must be allowable per Program Guidelines and grantee must keep documentation locally.		
2 6412 - Travel for students to conferences (does not include field trips). Requires pre-authorization in writing. Specify name and purpose of conference:		
3 6412/6494 - Educational Field Trip(s). Must be allowable per Program Guidelines and grantee must keep documentation locally.		\$ 200
4 6413 - Stipends for non-employees other than those included in 6419.		
5 6419 - Non-employee costs for conferences. Requires pre-authorization in writing.		
6 6411/6419 - Travel costs for officials such as Executive Director, Superintendent, or Local Board Members. Allowable only when such costs are directly related to the grant. Must be allowable per Program Guidelines and grantee must keep out-of-state travel documentation locally.		
7 6425 - Cost of membership in civic or community organizations. Specify name and purpose of organization:		
8 6426 - Hosting conference for non-employee. Must be allowable per Program Guidelines and grantee must keep documentation locally.		
9 Subtotal of other operating costs (6400) requiring specific approval:		\$ 200
10 Remaining 6400 - Other operating costs that do not require specific approval.		\$ 25,685
11 Grand Total:		\$ 25,885
12 Total Program Costs*:		\$ 25,885
13 Total Direct Admin Costs:		

*Complete the Total Program Costs (line 12) and Total Direct Admin Costs (line 13) lines. The sum of these lines must equal the Grand Total (line 11) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.

In-state travel for employees does not require specific approval.

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County District Number or Vendor ID: Amendment #:

Capital Outlay (6600)

Description and Purpose	Quantity	Unit Cost	Pre-Award	Grant Amount Budgeted
6669 - Library Books and Media (capitalized and controlled by library)				
1	N/A	N/A		
66XX - Computing Devices, capitalized				
2 (Enter description and brief purpose)		\$ -		
3		\$ -		
4		\$ -		
5		\$ -		
6		\$ -		
7		\$ -		
8		\$ -		
9		\$ -		
66XX - Software, capitalized				
10 (Enter description and brief purpose)		\$ -		
11		\$ -		
12		\$ -		
66XX - Equipment, furniture, or vehicles				
13 (Enter description and brief purpose)		\$ -		
14		\$ -		
15		\$ -		
66XX - Capital expenditures for additions, improvements, or modifications to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)				
16 (Enter description and brief purpose)				
Grand Total (sum of all lines):				\$ -
Total Program Costs*:				\$ -
Total Direct Admin Costs*:				\$ -

*Complete the Total Program Costs (line 18) and Total Direct Admin Costs (line 19) lines. The sum of these lines must equal the Grand Total (line 17) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.

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